



United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number

0-3

☒ Original ☐ Amendment Number:

Contract Number
EP-W-10-002

Contract Period
Base ☒ Option Period Number

Title of Work Assignment
Innovative Measurement Approaches &
Tools Technical Assistance for EPA Offices
and State Program Partners

Contractor
INDUSTRIAL ECONOMICS INC.

Specify Section and Paragraph of Contract SOW

Purpose: ☒ Work Assignment Initiation ☐ Work Assignment Close-Out
☐ Work Assignment Amendment ☐ Incremental Funding
☐ Work Plan Approval

Periods of Performance

From: 02/04/10

To: 10/31/10

Comments:

The purpose of this action is to initiate a new work assignment and to request a work plan from the contractor.

☐ Superfund

Accounting and Appropriations Data

☒ Non-Superfund

Line	DC (Max 6)	Budget/FYs (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 8)	Object Class	Amount	(Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1											
2											
3											
4											
5											

Authorized Work Assignment Ceiling

Contract Period: Cost/Fee LOE

Previously Approved

This Action

Total \$0.00 0

Work Plan / Cost Estimate Approvals

Contractor WP Dated: Cost/Fee: LOE:

Cumulative Approved: Cost/Fee: \$0.00 LOE: 0

Work Assignment Manager Name

RICHARD S. BOWLES

(Signature)

(Date)

Branch/Mail Code 1807T

Phone Number 202-566-2208

Fax Number

Project Officer Name

CATHERINE J. TURNER

(Signature)

(Date)

Branch/Mail Code 1805T

Phone Number 202-566-0951

Fax Number 202-566-3001

Other Agency Official Name

(Signature)

(Date)

Branch/Mail Code

Phone Number

Fax Number

Contracting Official Name *Christine Edwards*

BRADLEY R. AUSTIN

(Signature)

(Date)

Branch/Mail Code 3803R

Phone Number 202-564-5574

Fax Number 202-565-2560

Contractor Acknowledgement of Receipt and Approval of Workplan (Signature and Title)

Date

Innovative Measurement / Approaches & Tools Technical Assistance for EPA Offices and State Program Partners

Contract: EP-W-10-002, Work Assignment: 0-3

Summary Information

Title: Innovative Measurement Approaches & Tools
Technical Assistance for EPA Offices and State
Program Partners

Period of Performance: From: 02/04/10
To: 10/31/10

Award Date:

Total Funding:

Procurement Management Roles

WORK ASSIGNMENT MANAGER:

U.S. E.P.A.
Attn: RICHARD S. BOWLES
1200 PENNSYLVANIA AVE, NW
WASHINGTON, DC 20460

Mail Code: 1807T
Phone Number: 202-566-2208
Fax Number:
E-Mail Address: bowles.scott@epa.gov

Attachments

Attachment Name

STATEMENT OF WORK

STATEMENT OF WORK

Contract: EP-W-10-002, Work Assignment: 0-3

Work Assignment SOW

Title: Innovative Measurement Approaches & Tools Technical Assistance for EPA Offices and State Program Partners

Contractor: IEC, Inc.

Contract No.: EP-W-10-002

Work Assignment Number: 0-3

Estimated Period of Performance: Date of issuance to October 31, 2010

Estimated Level of Effort:

Key EPA Personnel:

Work Assignment COR (WA COR):

Scott Bowles
NCEI/OPEI (1807T)
(202) 566-2208
(202) 566-2200(fax)

Contract Level COR:

Catherine Turner
CMG/OPEI (1805T)
202/566-0951
202/566-3001 (fax)

Background and Purpose:

This office has gained unprecedented experience from its innovative approaches to develop more efficient and effective means of implementing and measuring performance of environmental programs, such as the Environmental Results Program (ERP) and its derivative, the Common Measures program. The EPA sees extremely high value in building upon and expanding upon this work. This purpose of this work assignment is to develop and further advance measurement efforts under the umbrella of Common Measurement Approaches and Tool applications and research.

ERP is an environmental management system that integrates compliance assistance, self-certification, and performance measurement components that holds facility owners accountable for their environmental regulations. ERP represents a systematic, multi-media approach to solving high priority environmental problems in industry sectors consisting primarily of small businesses which assist states and EPA to assure regulatory compliance. The Common Measures program uses the power of common, selected indicators to expand the use of statistically based measurement across programs, both geographically and for subject matter. The state of Massachusetts and other northeastern states pioneered the ERP and Common Measures approach, addressing state-specific and region-wide environmental regulatory requirements. These programs

have demonstrated the potential for ERP and general Common Measurement approaches which: 1) expand and more clearly capture the universe of small businesses or facilities on record with the state's regulatory system and for EPA; 2) create a more effective and meaningful approach to achieve environmental compliance for many businesses and program offices; and 3) result in measurable environmental performance improvements.

Based on the initial success of ERP and the Common Measures approach, 20 states are conducting or have plans to conduct ERP projects across at least eight business sectors (e.g., autobody/repair, salvage yards, underground storage tanks, dry cleaning, printing, consolidated animal feed operations, photo processing, dental mercury, etc.) and implement other Common Measurement approaches. Additionally, EPA's Office of Enforcement and Compliance Assistance, with Regional and Program Office interest, are developing plans to explore and use an expanded Common Measurement approaches as well as how to develop a "first order comparative risk" (1stOCR) targeting as an overlay used in tandem with the measurement tools of ERP and Common Measures, both for a sector and for a whole program.

In order to help further EPA's mission, EPA supports these tools and advancement of new and Common Measurement approaches and has a goal of establishing ongoing and sustainable state ERPs and Common Measurement approaches nationwide. EPA's objectives includes: developing, improving, and disseminating ERP and Common Measurement tools and information; providing technical assistance and training that support states, EPA, federal agencies, and other organizations (e.g., academic institutions, NGOs, etc.) in their efforts to develop or support, and implement ERPs and Common Measurement approaches; highlighting results based on ERP's and Common Measurement approaches' performance-based measurements; and development of 1st OCR ordering or sorting, via these measurement tools. Consistent with the overall purpose of this work assignment, the tasks below aim to provide technical assistance and training for ERP and Common Measurement and 1st OCR ordering to EPA, other federal agencies, state partners, and other interested organizations.

Quality Assurance (QA) Requirements

Check [☐] Yes or [☐] NO, if the following statement is true or false. The Contractor shall submit a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models with their technical proposal.

Work Assignment CORs will provide additional information here, if Yes is checked above

Tasks and Deliverables:

The WA COR will review all deliverables in draft form and provide revisions and/or

comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

Task 1 - Prepare Work plan

The contractor shall prepare a work plan within 15 calendar days of receipt of a work assignment signed by the Contracting Officer. The work plan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, a detailed cost estimate by task and a staffing plan. The WA COR, Contract Level COR and the CO will review the work plan. However, only the CO can approve/disapprove the work plan. The contractor shall prepare a revised work plan incorporating the Contracting Officer's comments, if required.

Deliverables and schedule under Task 1

- 1a. Workplan within 15 calendar days of receipt of work assignment.**
- 1b. Revised workplan within 7 calendar days of receipt of comments from the Contracting Officer, if required.**

Task 2 - Common Measurement Approaches and Tools Technical Assistance [Section: Element 4 #3, para(s) 3, page(s) 12]

The contractor shall provide Common Measurement Approaches and Tool technical assistance to EPA, other federal agencies, state partners (e.g., states and the ERP States Consortium) and other organization as designated by WA COR as "hotline" technical assistance which are conducting, or may be planning ERP and Common Measurement approaches and or research. Technical assistance to these audiences can be categorized into four subject areas:

- reporting results;
- expanding knowledge and support for ERP and Common Measurement approaches;
- supporting automation and technical needs; and
- providing training and attending conferences and presentations.

The contractor shall assist EPA with technical assistance requests from these subject areas as requested by EPA program and regional offices, states, the WA COR, or partners with WA COR approval (e.g., academics, other state and federal government officials,

etc.). The contractor shall also be prepared to have a technical representative attend where appropriate (e.g., locally)/participate in Common Measurement Approaches and Tool related meetings for technical assistance and/or for presentations. This technical assistance is designed to help EPA, states, and other organizations streamline ERP, Common Measurement and 1st OCR approaches in their start-ups, implementation, results reporting, research and analysis, and increase their applications. The contractor shall use existing ERP, Common Measures, and 1st OCR state and international models (e.g., TX RIBIS, UK's OPRA, EPA Region III's UST risk template, etc.) and lessons learned, as well as program results, to provide effective approaches, technical assistance and project planning including: models of new assistance materials and approaches on already existing ERP, Common Measures, and 1st OCR materials; and wherever possible, capacity-building technical assistance approach to reduce long-term state reliance on contractor assistance.

The contractor shall submit monthly updates on technical assistance activities and plans to discuss, review, plan technical assistance needs periodically in phone calls and/or meetings with WA COR as requested.

Deliverables and schedule under Task 2

- 2a. Within one week of receiving an agency/organization request, or a request via the WA COR the Contractor shall meet/conference call with the designated requesting official(s) and prepare a plan to meet their technical assistance needs. Should the agency's request be beyond the normal technical assistance outlined in the above, or request a technical assistance visit, the Contractor shall contact the WA COR regarding the proposed technical assistance. The WA COR will issue technical direction accordingly to document the assistance under the scope of this task.**
- 2b. The Contractor, shall submit a cumulative summary of agency technical assistance in a monthly update, including requested deliverables (e.g., model QAPP, etc.) as well as simple estimate of hours used. Based on comments from WA COR's review of monthly summaries Technical Direction shall be used to revise**

Task 3 - Common Measurement and Compliance Indexing Development **[Section: Element 3 _#2_, para(s) _2_, page(s) _11_]**

Understanding the performance of facilities in any given sector helps regulators adjust resources, efforts, and materials to achieve greater compliance and environmental protection. The Compliance Indexing Project was initiated by the Office of Enforcement and Compliance Assistance to examine the current state of the science and use of environmental and other relevant compliance indexing approaches by federal, state, and local governments, associations, and international environmental agencies and

organizations. The purpose of this task is to provide follow up activities such as additional research and analysis (e.g., Department of Interior, Customs and Border Patrol, etc.) for compliance indexing. Additionally, this task will incorporate a delineation of the steps used in developing a compliance index approach which can lead to an outline for training/development of compliance indexing approaches to be used by federal and state regulators, programs, etc.

Deliverables and schedule under Task 3

- 3a. Within 10 days of receiving workplan approval the Contractor shall discuss with the WA COR opportunities to enhance the Compliance Indexing Project Report. Within one week of discussion with WA COR the Contractor shall provide a brief outline of agreed upon follow up issues and items to compliment the Compliance Indexing Project Report and timeline for completion of an updated Compliance Indexing Project Report. WA COR will provide approval to commence on follow up activities within three days.**
- 3b. Based on the WA COR approved approach in 3a, The Contractor, shall submit an updated and new final Compliance Indexing Project Report that incorporates any further comments, updates, and additional information, and includes an outline/or process description which delineates the steps in developing an indexing approach. The Contractor shall also identify any additional areas of interest or use for follow-up, based upon this work.**



United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number

0-3

☐ Original ☒ Amendment Number: 1

Contract Number
EP-W-10-002

Contract Period

Base ☒

Option Period Number

Title of Work Assignment

Innovative Measurement Approaches &
Tools Technical Assistance for EPA Offices
and State Program Partners

Contractor

INDUSTRIAL ECONOMICS INC.

Specify Section and Paragraph of Contract SOW

Purpose: ☐ Work Assignment Initiation ☐ Work Assignment Close-Out

☒ Work Assignment Amendment ☐ Incremental Funding

☒ Work Plan Approval

Periods of Performance

From: 02/04/10

To: 10/31/10

Comments:

The purpose of this amendment is to approve the contractor's work plan dated February 23, 2010.

☐ Superfund

Accounting and Appropriations Data

☒ Non-Superfund

Line	DC (Max 6)	Budget/FYs (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class	Amount	(Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1											
2											
3											
4											
5											

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee

LOE

Previously Approved

\$0.00

0

This Action

\$24,912.68

0

Total

\$24,912.68

0

Work Plan / Cost Estimate Approvals

Contractor WP Dated: 02/23/10

Cost/Fee: \$24,912.68

LOE: 213

Cumulative Approved:

Cost/Fee: \$24,912.68

LOE: 0

Work Assignment Manager Name

Branch/Mail Code 1807T

RICHARD S. BOWLES

Phone Number 202-566-2208

(Signature)

(Date)

Fax Number

Project Officer Name

Branch/Mail Code 1805T

CATHERINE J. TURNER

Phone Number 202-566-0951

(Signature)

(Date)

Fax Number 202-566-3001

Other Agency Official Name

Branch/Mail Code

Phone Number

(Signature)

(Date)

Fax Number

Contracting Official Name

Branch/Mail Code 3803R

BRADLEY R. AUSTIN

Phone Number 202-564-5574

(Signature)

(Date)

Fax Number 202-565-2560

Contractor Acknowledgment of Receipt and Approval of Workplan (Signature and Title)

Date

Innovative Measurement Approaches & Tools Technical Assistance for EPA Offices and State Program Partners

Contract: EP-W-10-002, Work Assignment: 0-3, Amendment: 0001

Summary Information

Title: Innovative Measurement Approaches & Tools
Technical Assistance for EPA Offices and State
Program Partners

Period of Performance: From: 02/04/10
To: 10/31/10

Award Date: 02/04/10

Total Funding:

WA Totals

The following item(s) have been added:

Category	POP	Amount
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Estimated Cost	Base Pd.	(b)(4)
Fixed Fee	Base Pd.	

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment Number

0-3

Work Assignment☐ Original ☒ Amendment Number 2Contract Number
EP-W-10-002Contract Period
Base ☒ Option Period NumberTitle of Work Assignment
Innovative Measurement Approaches &
Tools Technical Assistance for EPA Offices
and State Program PartnersContractor
INDUSTRIAL ECONOMICS INC.

Specify Section and Paragraph of Contract SOW

Purpose: ☐ Work Assignment Initiation ☐ Work Assignment Close-Out
☒ Work Assignment Amendment ☐ Incremental Funding
☐ Work Plan Approval

Periods of Performance

From: 02/04/10

To: 10/31/10

Comments:

The purpose of this amendment is to increase the level of effort from 213 by 215 to 428 hours and request a revised budget. No changes are made to the Statement of Work. Additional support is required to assist the Office of Enforcement and Compliance Assurance in developing performance measures for at least two of their seven 2011-13 national initiatives.

☐ Superfund**Accounting and Appropriations Data**☒ Non-Superfund

Line	DC (Max 5)	Budget/FYs (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class	Amount	(Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1											
2											
3											
4											
5											

Authorized Work Assignment Ceiling

Contract Period:	Cost/Fee	LOE
Previously Approved	\$24,912.68	213
This Action	\$0.00	215
Total	\$24,912.68	428

Work Plan / Cost Estimate ApprovalsContractor WP Dated : Cost/Fee: LOE:
Cumulative Approved: Cost/Fee: \$24,912.68 LOE: 213

Work Assignment Manager Name

RICHARD S. BOWLES

Branch/Mail Code 1807T

Phone Number 202-566-2208

Fax Number

(Signature)

(Date)

Project Officer Name

CATHERINE J. TURNER

Branch/Mail Code 1805T

Phone Number 202-566-0951

Fax Number 202-566-3001

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code

Phone Number

Fax Number

(Signature)

(Date)

Contracting Official Name

BRADLEY R. AUSTIN

Branch/Mail Code 3803R

Phone Number 202-564-5574

Fax Number 202-565-2560

(Signature)

(Date)

Contractor Acknowledgement of Receipt and Approval of Workplan (Signature and Title)

Date

Innovative Measurement Approaches & Tools Technical Assistance for EPA Offices and State Program Partners

Contract: EP-W-10-002, Work Assignment: 0-3, Amendment: 0002

Summary Information

Title: Innovative Measurement Approaches & Tools
Technical Assistance for EPA Offices and State
Program Partners

Period of Performance: From: 02/04/10
To: 10/31/10

Award Date: 02/04/10

Total Funding:

WA Classification

The following changes have occurred:

The Labor Hour Ceiling has changed from 213 to 428.

United States Environmental Protection Agency
Washington, DC 20460**Work Assignment**Work Assignment Number
0-3☐ Original ☒ Amendment Number: 3Contract Number
EP-W-10-002Contract Period
Base ☒ Option Period NumberTitle of Work Assignment
Innovative Measurement Approaches &
Tools Technical Assistance for EPA Offices
and State Program PartnersContractor
INDUSTRIAL ECONOMICS INC.

Specify Section and Paragraph of Contract SOW

Purpose: ☐ Work Assignment Initiation ☐ Work Assignment Close-Out
☒ Work Assignment Amendment ☐ Incremental Funding
☒ Work Plan ApprovalPeriods of Performance
From: 02/04/10 To: 10/31/10

Comments:

The purpose of this amendment is to approve the contractor's Work Plan dated July 21, 2010.

☐ Superfund**Accounting and Appropriations Data**☒ Non-Superfund

Line	DC (Max 6)	Budget/FYs (Max 4)	Appropriation Code (Max 5)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class	Amount	(Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1											
2											
3											
4											
5											

Authorized Work Assignment Ceiling

Contract Period:	Cost/Fee	LOE
Previously Approved	\$24,912.68	428
This Action	\$29,377.31	0
Total	\$54,289.99	428

Work Plan / Cost Estimate Approvals

Contractor WP Dated: 08/05/10	Cost/Fee: \$54,289.99	LOE: 428
Cumulative Approved:	Cost/Fee: \$54,289.99	LOE: 428

Work Assignment Manager Name

RICHARD S. BOWLES

(Signature)

(Date)

Branch/Mail Code 1807T

Phone Number 202-566-2208

Fax Number

Project Officer Name

CATHERINE J. TURNER

(Signature)

(Date)

Branch/Mail Code 1805T

Phone Number 202-566-0951

Fax Number 202-566-3001

Other Agency Official Name

(Signature)

(Date)

Branch/Mail Code

Phone Number

Fax Number

Contracting Official Name

BRADLEY R. AUSTIN

(Signature)

(Date)

Branch/Mail Code 3803R

Phone Number 202-564-5574

Fax Number 202-565-2560

Contractor Acknowledgement of Receipt and Approval of Workplan (Signature and Title)

Date

Innovative Measurement Approaches & Tools Technical Assistance for EPA Offices and State Program Partners

Contract: EP-W-10-002, Work Assignment: 0-3, Amendment: 0003

Summary Information

Title: Innovative Measurement Approaches & Tools
Technical Assistance for EPA Offices and State
Program Partners

Period of Performance: From: 02/04/10
To: 10/31/10

Award Date: 02/04/10

Total Funding:

WA Totals

The following item(s) have been modified:

Category	POP	From	By	To
-----	-----			
Estimated Cost	Base Pd.	(b)(4)		
Fixed Fee	Base Pd.			



Unit States Environmental Protection Agency
Washington, DC 20460

Work Assignment Number
0-3

Work Assignment

☐ Original ☒ Amendment Number: 4

Contract Number
EP-W-10-002

Contract Period
Base ☒ Option Period Number

Title of Work Assignment
Innovative Measurement Approaches &
Tools Technical Assistance for EPA Offices
and State Program Partners

Contractor
INDUSTRIAL ECONOMICS INC.

Specify Section and Paragraph of Contract SOW

Purpose: ☐ Work Assignment Initiation ☐ Work Assignment Close-Out
☒ Work Assignment Amendment ☐ Incremental Funding
☐ Work Plan Approval

Periods of Performance
From: 02/04/10 To: 11/18/10

Comments:

The purpose of this amendment is to extend the Period of Performance to November 18, 2010 at no additional cost to the Government.

☐ Superfund

Accounting and Appropriations Data

☒ Non-Superfund

Line	DC (Max 6)	Budget/FYs (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class	Amount	(Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1											
2											
3											
4											
5											

Authorized Work Assignment Ceiling

Contract Period:	Cost/Fee	LOE
Previously Approved	\$54,289.99	428
This Action	\$0.00	0
Total	\$54,289.99	428

Work Plan / Cost Estimate Approvals

Contractor WP Dated:	Cost/Fee:	LOE:
Cumulative Approved:	Cost/Fee: \$54,289.99	LOE: 428

Work Assignment Manager Name
RICHARD S. BOWLES

Branch/Mail Code 1807T
Phone Number 202-566-2208
Fax Number

(Signature) (Date)

Project Officer Name
CATHERINE J. TURNER

Branch/Mail Code 1805T
Phone Number 202-566-0951
Fax Number 202-566-3001

(Signature) (Date)

Other Agency Official Name

Branch/Mail Code
Phone Number
Fax Number

(Signature) (Date)

Contracting Official Name

BRADLEY R. AUSTIN

Branch/Mail Code 3803R
Phone Number 202-564-5574
Fax Number 202-565-2560

(Signature) (Date)

Contractor Acknowledgement of Receipt and Approval of Workplan (Signature and Title)

Date

Innovative Measurement Approaches & Tools Technical Assistance for EPA Offices and State Program Partners

Contract: EP-W-10-002, Work Assignment: 0-3, Amendment: 0004

Summary Information

Title: Innovative Measurement Approaches & Tools
Technical Assistance for EPA Offices and State
Program Partners

Period of Performance: From: 02/04/10
To: 11/18/10

Award Date: 02/04/10

Total Funding:

WA Classification

The following changes have occurred:

The Anticipated Expiration Date has changed from 10/31/10 to 11/18/10.